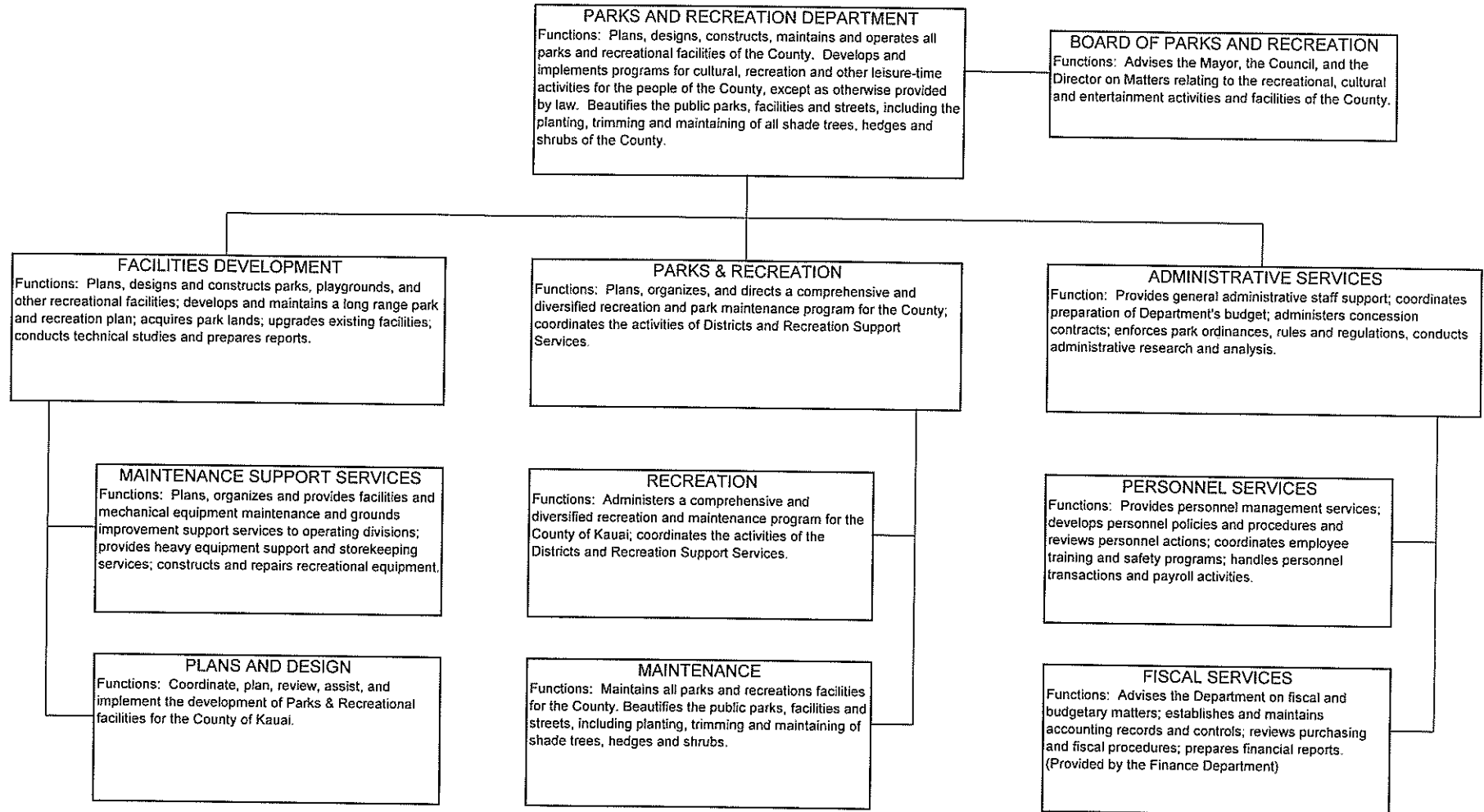


PROPOSED ORGANIZATIONAL CHART



RECREATION SERVICES

THE RECREATION SECTION PROVIDES THE NECESSARY SUPPORT FUNCTIONS IN ALL AREAS OF RECREATION, POOL AND BEACH PROGRAM ACTIVITIES.

DIRECTOR OF RECREATION

- Reviews, develops and interprets policies and procedures pertaining to recreation programs and activities.
- Develops, analyzes and monitors recreation and water/aquatic operating budget and expenditure schedule.
- Coordinates and approves purchase for recreation and aquatic sections.
- Reviews, develops and coordinates public relation programs in all areas of recreation and aquatics.
- Coordinates and monitors summer fun program.
- Coordinates, develops and maintains disaster plans for recreation and water safety.
- Reviews and develops long range plans.
- Directs the operation of recreational programs and services.
- Approves program plans and schedule of activities and directs the implementation and evaluation of the program activity.
- Represents Superintendent at meetings and conferences with Government officials, private individuals, Civic and Community groups.
- Promotes good relations with the general public, community groups and organizations who share recreational interests.
- Coordinates State Recreation and Water Safety Conferences.
- Coordinates and/or conducts training sessions pertinent to recreational and aquatic needs.
- Assists Superintendent in coordinating requested Island-wide Festivals, concerts and major sporting events.
- Assists Superintendent in Parks and Maintenance Projects and functions.

RECREATION LEADER III

Responsible for the coordination and direct recreational services to the public in cultural, recreational and other leisure time activities, as well as support in maintenance and custodial services to facilities and parks within an assigned district:

EAST DISTRICT:

Kilauea Neighborhood Center
Kapaa Neighborhood Center
Lihue Neighborhood Center
Koloa Neighborhood Center

WEST DISTRICT:

Kalaheo Neighborhood Center
Hanapepe Neighborhood Center
Hanapepe Multi-Purpose Hall
Kaumakani Neighborhood Center
Waimea Neighborhood Center
Kekaha Neighborhood Center

Also included are all community ball parks and recreational playgrounds within each district.

- Coordinates support services and scheduling of programs at respective neighborhood center sites.
- Oversees the planning and directing of special, periodic and/or annual events.
- Visits facilities to observe programs and evaluate activities.
- Maintains contact with community groups and keeps abreast on interests.
- Enforces and develops suggestions on section rules and regulations.
- Maintains inventory of equipment and supplies.
- Inspects and requests repair of facilities and equipment.
- Provides support in budget preparation.
- Conducts and coordinates agenda/minutes for staff meetings and training sessions.
- Prepares weekly/monthly/quarterly reports for all areas of recreation.
- Conducts and coordinates organizational meetings.
- Recruits, trains and coordinates volunteer assistance as needed in various recreational activities.
- Oversees operation of neighborhood center operations and functions.

ISLAND-WIDE ACTIVITIES IMPLEMENTED THROUGH RECREATION LEADER III:

- Community Youth Basketball (Boys) - Aaron
- Community Youth Basketball (Girls) - Sam
- Termite Basketball (Co-ed) - Sam
- Age Group Track Meet (Sam)
- High School Invitational Track Meet (Aaron)
- Teen Dances (Sam/Aaron)
- Various Sports Clinics (Sam/Aaron)
- Various Adult Leagues and Activities (Softball, Basketball, Volleyball, Senior Softball, Bowling, Golf, Tennis)
- Summer Fun:
 - Registration, orientation, camp, arts/craft supplies (Aaron)
 - Busing, Food Service, Recreation Equipment, First Aid (Sam)
 - Monitoring and evaluation program and staff (Sam/Aaron)
- Youth Girls Softball League (Sam)
- Family Volleyball (Aaron)

- Fishing Tournaments (Aaron)
- Cultural functions to include: Seasonal events and activities conducted at Neighborhood Center sites (Title V)
- Assists in the evaluation of persons with special needs into programs.

WATER SAFETY OFFICER III

- Reviews and evaluates program services and activities to determine effectiveness and quality.
- Coordinates in-service water safety training programs identifying and evaluating training needs.
- Cooperates with various agencies in developing and coordinating a water safety education program.
- Oversees communication radio system.
- Maintains close relationships with pertinent professional organizations for education and information purposes.
- Implements water safety policies and procedures.
- Prepares budgets and assists in expenditure information for each program area.
- Coordinates County-wide swim events and acts as a community resource for matters relating to ocean rescue activities.
- Coordinates, schedules and conducts staff meeting.
- Keeps inventory of all supplies and equipment.

RECREATION ASSISTANTS I (SEE PAGE 5)

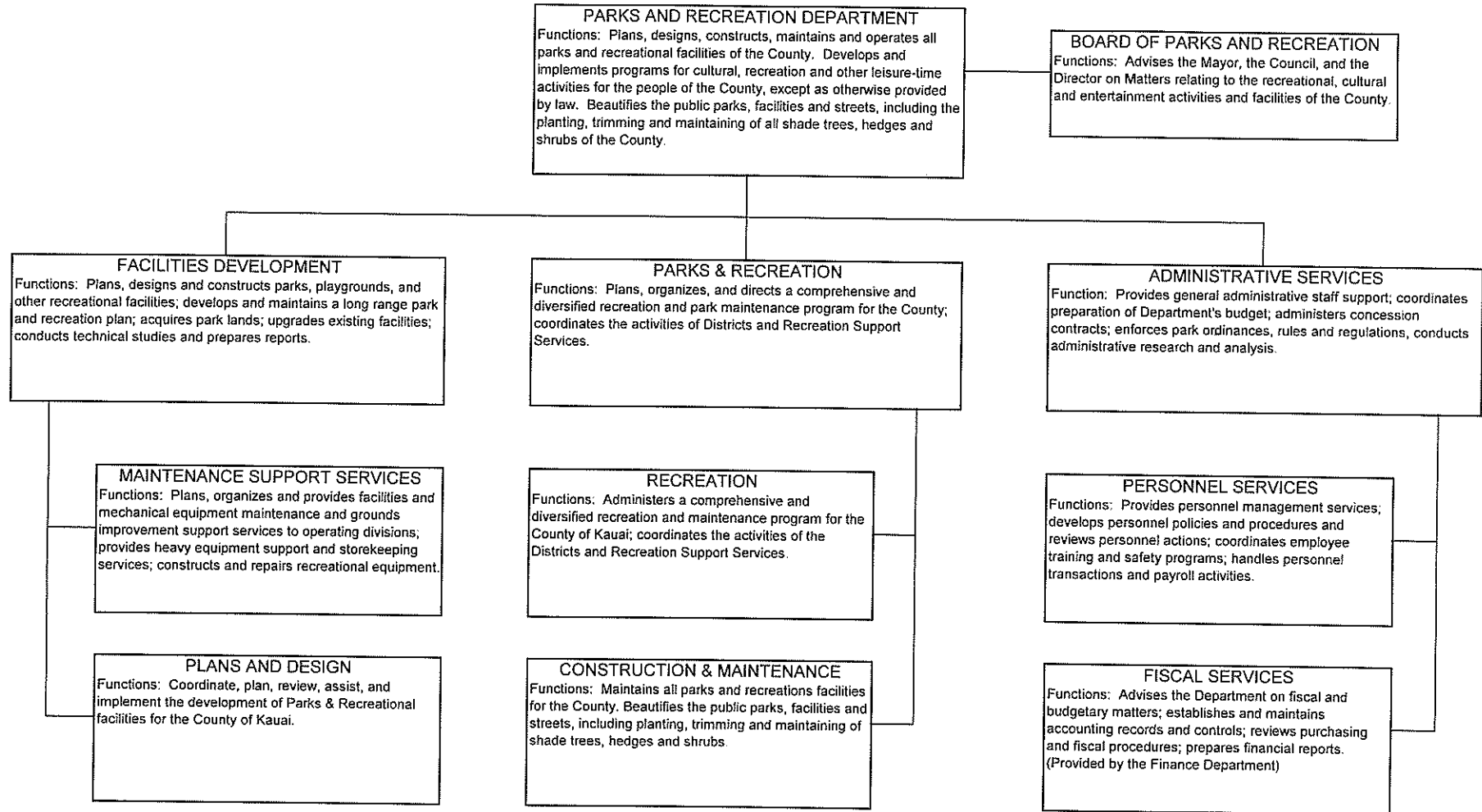
RECREATION ASSISTANTS II (SEE PAGE 5)

19-HOUR CONTRACT (SEE PAGE 5)

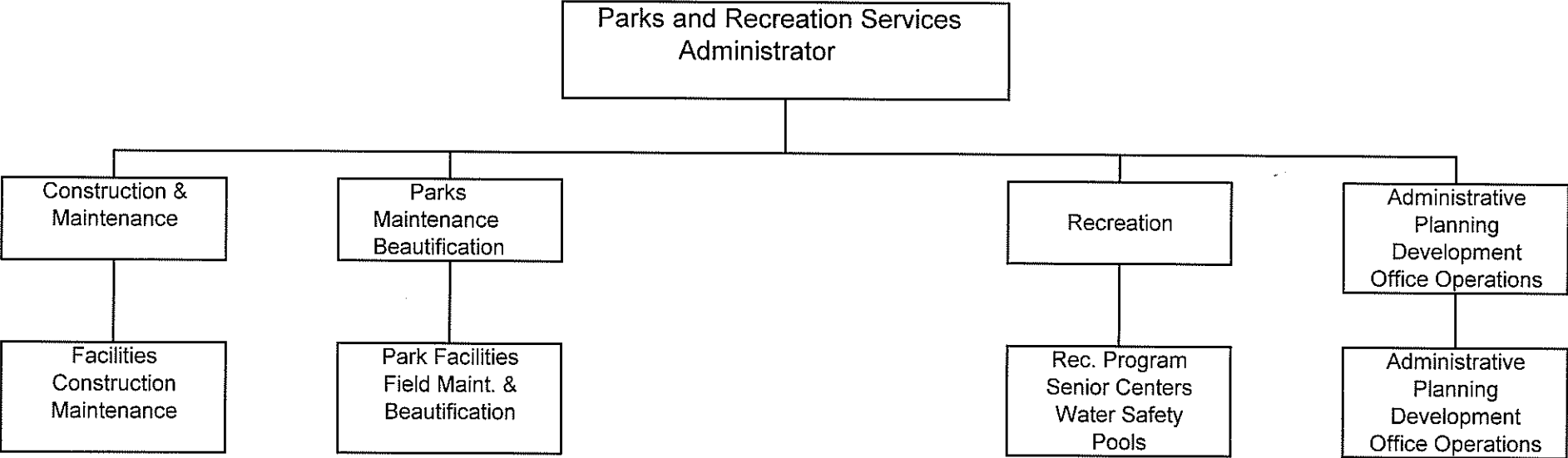
WATER SAFETY OFFICER II

- Maintains constant surveillance of designated beach/ocean area from a lifeguard tower or foot patrol.
- Uses required safety equipment to rescue people in distress.
- Works closely with Fire Rescue Teams.
- Administers CPR/First Aid as needed.
- Maintains, operates and cares for radio communications unit.
- Warns people of unsafe beach and ocean conditions.
- Provides information on water safety education.
- Writes and submits proper logs and incident reports.
- Assists in the maintenance of towers and conducts site inventory of supplies as needed.

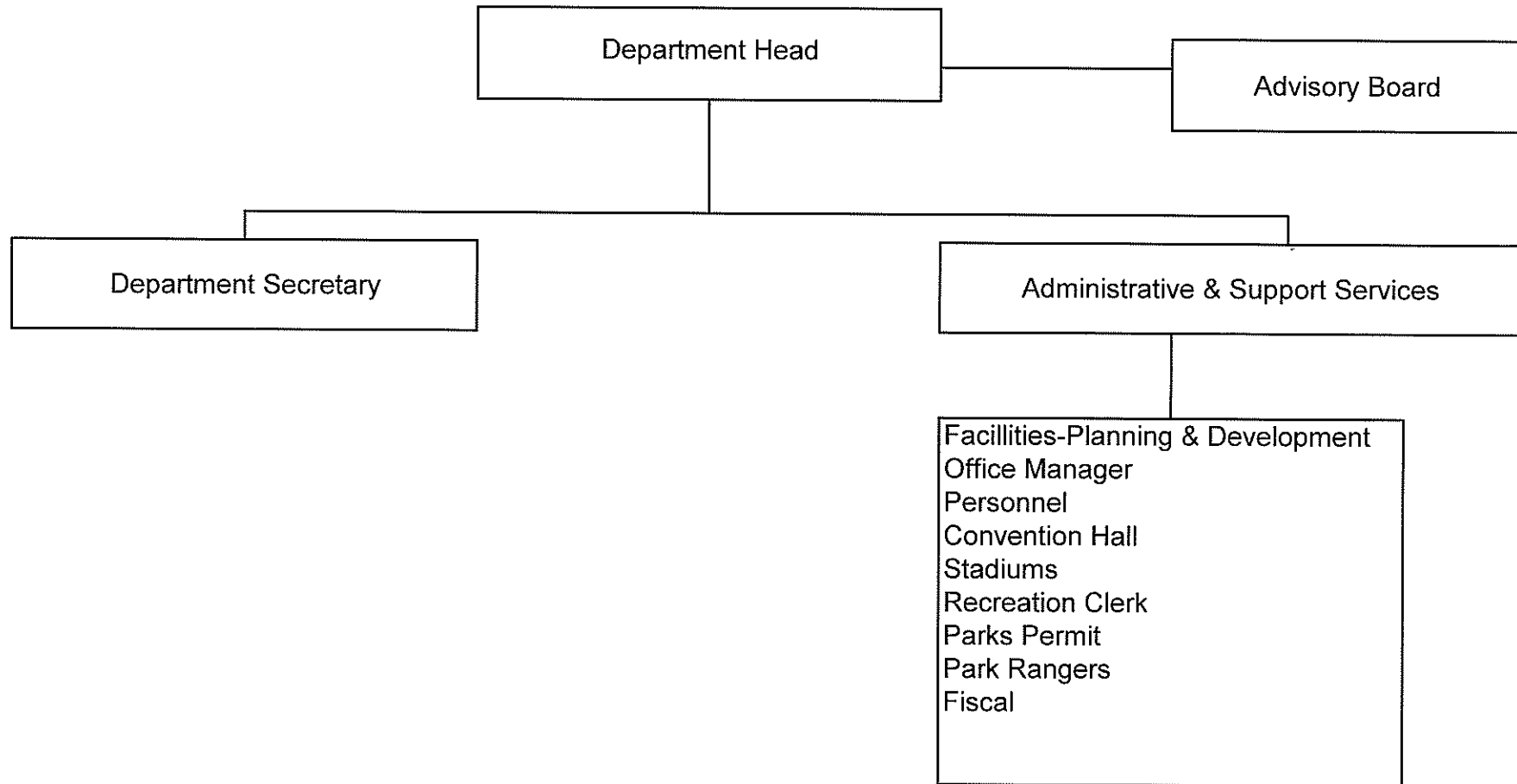
PROPOSED ORGANIZATIONAL CHART



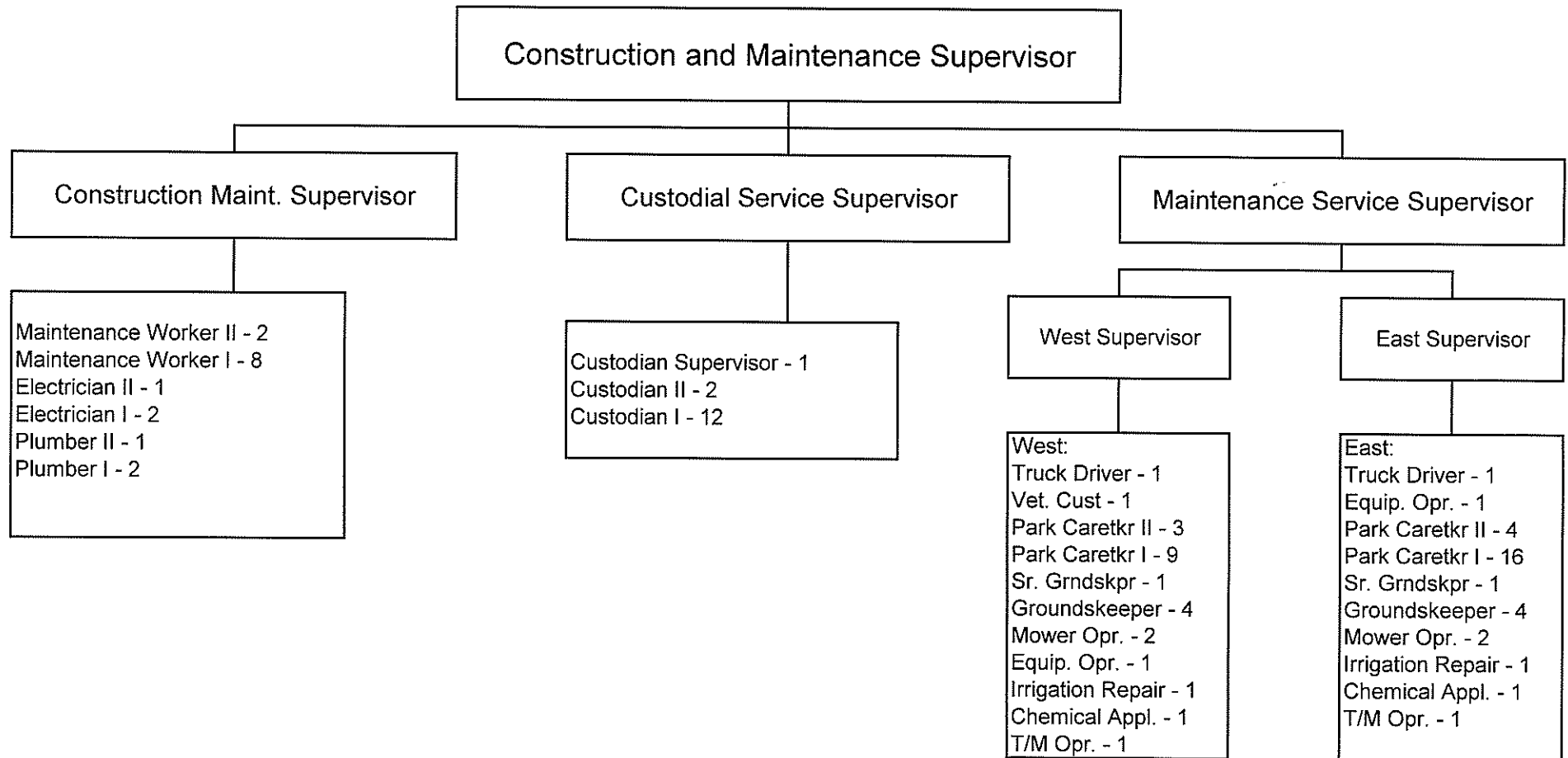
OFFICE OF PARKS AND RECREATION SERVICES



Administrative and Support Services



Construction and Maintenance



Recreation

